



Lotus Domino® Application



## GeoCom® Library

Version 7.3 build 703 – February 2008

OPAC manual  
(Notes client)

Copyright ISG Information Systems GeoCom® GmbH 2001-2008

# Content

<b>1</b>	<b>INTRODUCTION</b>	<b>3</b>
1.1	Open the database GeoCom® Library	3
<b>2</b>	<b>VIEWS</b>	<b>3</b>
2.1	Catalogue: Displaying entries (global view)	4
2.2	Catalogue: Displaying entries (preview)	5
<b>3</b>	<b>PERSONAL CONFIGURATION</b>	<b>5</b>
3.1	User interface	6
3.2	OPAC dialog box optimized for	6
<b>4</b>	<b>SEARCH</b>	<b>7</b>
4.1	Searching entries in views	7
4.2	Quick search via columns within a view	8
4.3	Searching entries with OPAC	9
4.3.1	Structure of the OPAC search box	9
4.3.2	Running a simple search	10
4.3.3	Restriction on special search fields	10
4.3.4	Sort order	11
4.3.5	Pre-Sort by ISBN	11
4.3.6	Search term history	12
4.3.7	Support	13
4.3.8	Boolean operators to combine search fields	13
4.3.9	Boolean operators within a field	13
4.3.10	Database selection	14
4.3.11	Presentation of results	14
4.3.12	Displaying search results	15
4.3.13	Creating book lists within OPAC	15
4.3.14	Sending book lists by e-mail	16
4.4	Examples of search methods	17
4.4.1	Searching titles from a certain author	17
4.4.2	Searching titles to economy by excluding a certain author	17
4.4.3	Searching titles to special issues	18
4.4.4	Searching periodicals to building and construction industry	18
4.4.5	Advanced search options to get more hits	18
4.4.6	Searching for the newest issue of a periodical	19
4.4.7	Checking lending status of a title	19

## 1 Introduction

GeoCom® Library is a library management system that is designed to catalogue and manage single-volume monographs, multi-volume sets, series, articles / contributions to jubilee publications, periodicals and loose-leaf-binders.

At the same time GeoCom® Library can be used for acquisition, lending and library research (OPAC – **Online Public Access Catalogue**).

The main database stock contains the union list of all publications, i.e. titles and copies.

### 1.1 Open the database GeoCom® Library



To open the database double-click your mouse on the symbol "GeoCom Library" on your Notes workspace.

➡ **Note:** In Notes, the "Esc" key is used to close the currently active window. If you use the "Esc" key from the main view, the database will be closed.

After starting the application GeoCom® Library the following view is presented to you:

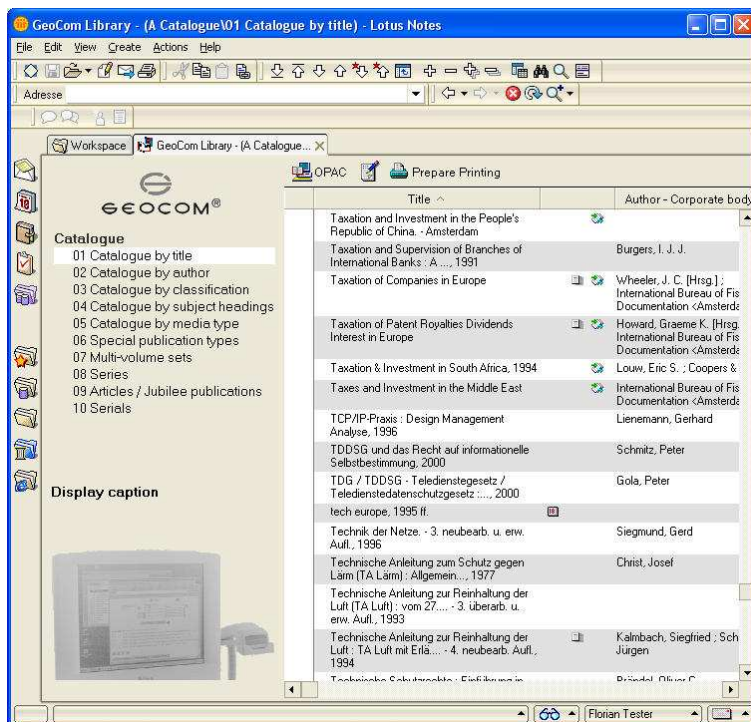


Illustration: View 01 Catalogue by title

## 2 Views

The library system provides you with different views. Use the central Navigator to select from different views.

The Navigator in the left panel of the window displays all those views that can be selected with one mouse click. These contain:

- 01 Catalogue by title
- 02 Catalogue by author
- 03 Catalogue by classification
- 04 Catalogue by subject headings
- 05 Catalogue by media type
- 06 Special publication types
- 07 Multi-volume sets
- 08 Series
- 09 Articles / Jubilee publication
- 10 Serials

The views 01 to 05 are views of the entire catalogue, each ordered by a different sort key. The views 06-10 show only the entries matching the given criteria, like titles that are part of a series (for the view "08 Series").

To the right the selected view is presented. Use the scroll bar to browse through an alphabetical overview of the stock.

There are two methods to display entries: a global (or general) view and a preview.

## 2.1 Catalogue: Displaying entries (global view)

Select an entry and double click on it in order to open the general view. Every single entry contains the following information:

- A header containing all the elements of a title: title, author, publisher, place of publication, edition, volume-no. and ISBN-No. or ISSN-No.
- Information concerning the copies: the number of copies if the work is listed in your stock, the signature, the status and the location of the copies are displayed.

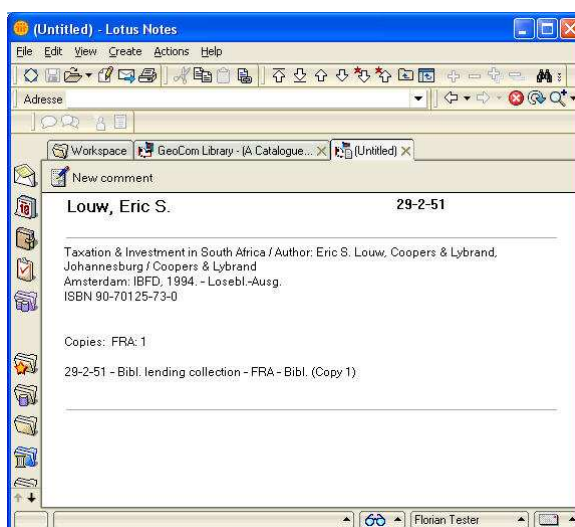


Illustration: Detailed entry in global view

## 2.2 Catalogue: Displaying entries (preview)

Moreover, it is also possible to show catalogue entries in a preview. The preview splits the window in two, listing the selected entry in the top section and displaying detailed information at the bottom.

To display search results in preview mode first select the title in the corresponding view.



Now click on the preview button in the icon bar or task bar to obtain the following view of the title:

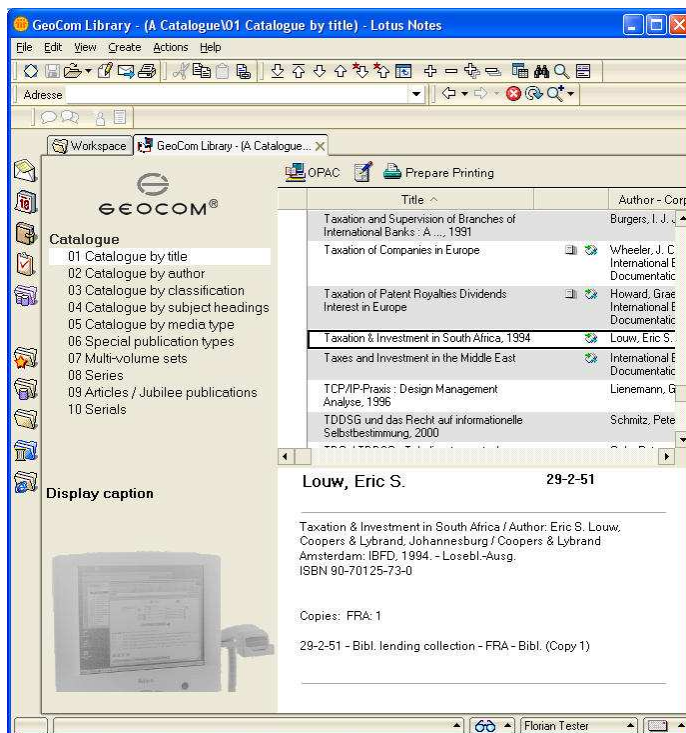


Illustration: Entry in preview

## 3 Personal configuration

The display language, the size of the search form and some other settings can be specified individually. Therefore, choose from the menu:

### Actions – Personal configuration

You can choose the corresponding options from the appearing dialog.

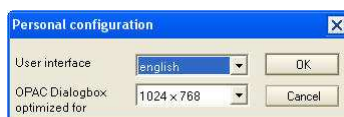


Illustration: Dialog box Personal configuration

### **3.1 User interface**

You can choose between a German and an English user interface.

The functionality of the application does not differ, the available views, dialogues and actions are only displayed in a different language.

### **3.2 OPAC dialog box optimized for**

The OPAC dialog (see 4.3, Searching entries with OPAC) can be displayed in two different sizes, one of them is optimised for a screen resolution of 1024 x 768, the greater one for resolutions of 1280 x 1024 (or more) pixels.

Like the language, this option does not alter the functionality, but only the display style.

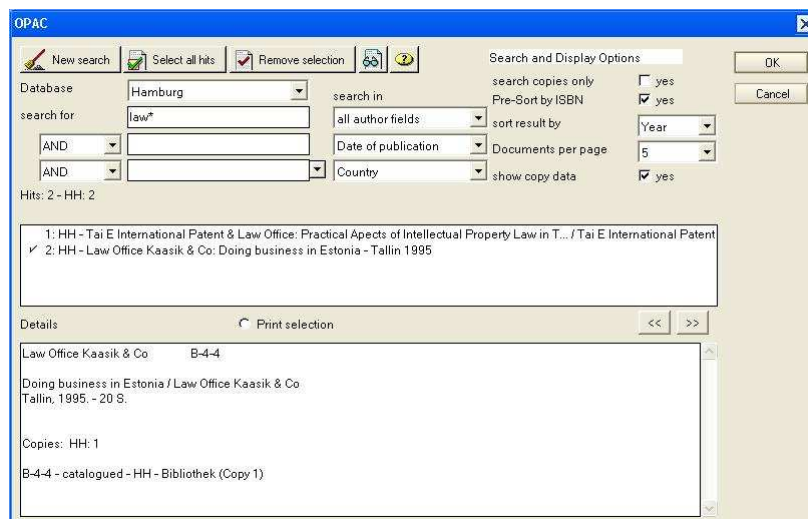


Illustration: OPAC Dialogue, optimised for screen resolution 1024 x 768

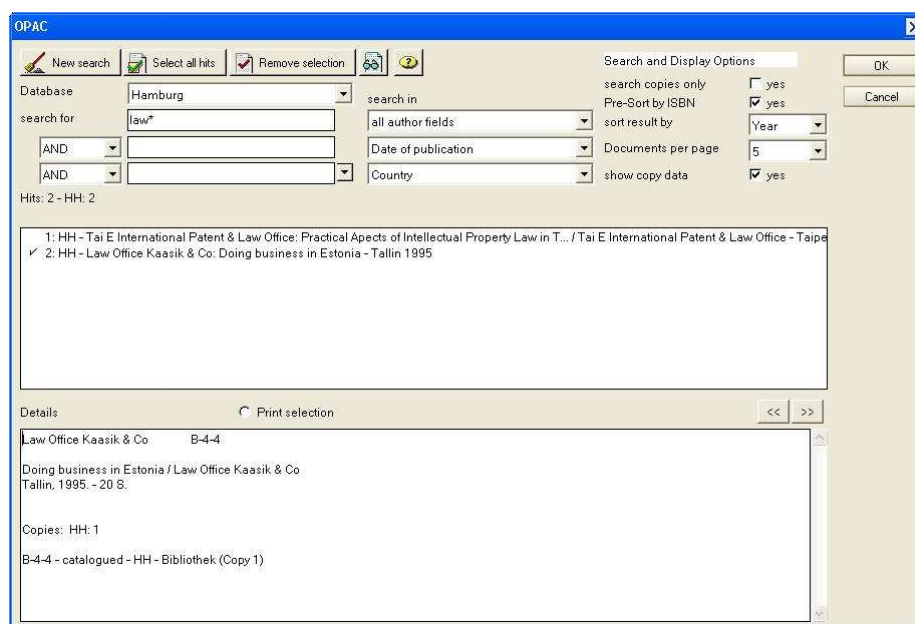


Illustration: OPAC Dialogue, optimised for screen resolution 1280 x 1024

## 4 Search

Following options are available to search the database:

Search for text within views

- Quick search via sorted columns within a view
- Search via OPAC-search box

### 4.1 Searching entries in views

You can search for entries within the different views GeoCom® Library provides. This type of search method scans all visible texts in a specific view and selects each matching title in the order it was found. This kind

of search cannot be combined with the display of the preview.



To start a search click the "Search" icon within the icon bar. Enter your search term into the search dialog box which comes up.

Using additional search options, you can narrow or widen your search. You can e.g. decide whether the search should be case sensitive.

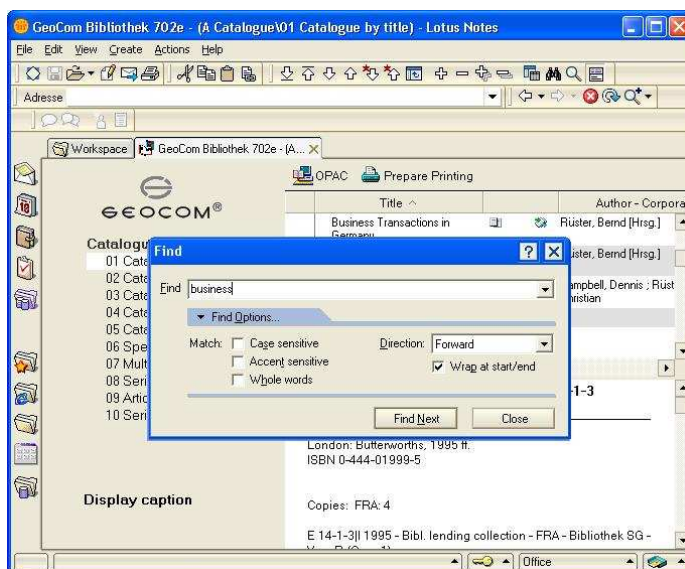


Illustration: Search within the view 01 Catalogue by title

## 4.2 Quick search via columns within a view

To start the quick search, enter in any view the first letters of the term you are searching for. A dialog box for quick search automatically appears.

### Example:

Your current view is "Catalogue – 01 Catalogue by title". You now enter the title of the publication you are looking for. As you start typing the title a dialog box for quick search pops up. By pressing return or clicking the "Search" button within the search box, GeoCom® Library takes you to the corresponding name (if available).

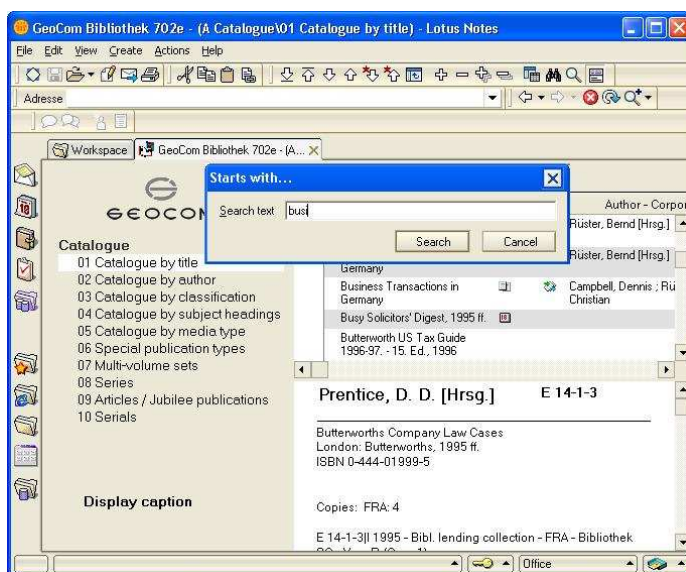


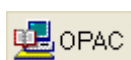
Illustration: Quick search within view 01 Catalogue by title

This type of search always refers to the current sort order column; e.g. upon first opening the view "01 Catalogue by title" this will be the column "title". Switch to another sort order within the view to search for terms from this sort order (e.g. you can sort the view by authors' names and then quicksearch for an author).

### 4.3 Searching entries with OPAC

The Library management system GeoCom® Library is a full text indicated database. Using the OPAC search box it is possible to manage a search operation individually. This way entries with specific attributes or entries at remote connected locations can be searched.

#### 4.3.1 Structure of the OPAC search box



To start an OPAC search click the "OPAC" button in the icon bar. The following form will pop up:

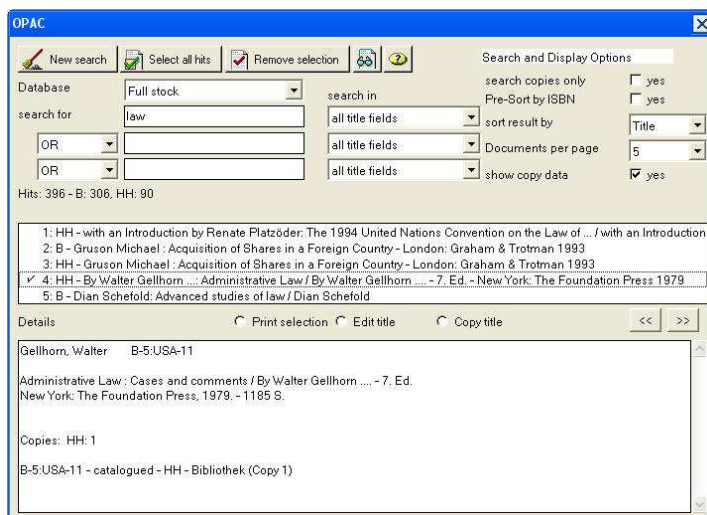


Illustration: OPAC search box

In general, the search mask consists of three sections:

At the upper part of the mask you can find fields and buttons to set the parameters for a search.

Below is a list showing all found entries. You can control how many of them are displayed per page by the parameters of the search.

Once an entry has been selected, the lower screen part will show details concerning the selected title.

#### 4.3.2 Running a simple search

To start a simple search using the OPAC search box perform the following steps:

1. Select the corresponding database within the field "Database selection"
2. Select a field group (i.e. "all title fields") or a single field (i.e. "key words")
3. Enter the search term
4. Start the search by hitting Enter or clicking OK

#### 4.3.3 Restriction on special search fields

The search box provides three editable fields that allow you to enter up to three search terms. The following restrictions can be made:

- all fields
- all title fields (titles, subtitles, etc.)
- all author fields (selectable from index; author, corporate body)
- all publisher data (publisher, place)
- Classification (Category 1 and Category 2)
- Country (from index)
- Date of publication (also finds time spaces)

- Edition subtype (from index, yearbook, loose-leaf etc.)
- Edition type (single volume, multi-volume, serial)
- Edition
- Language (from index)
- Media (from index)
- Subject field(s)
- Subject heading (from index)
- University note

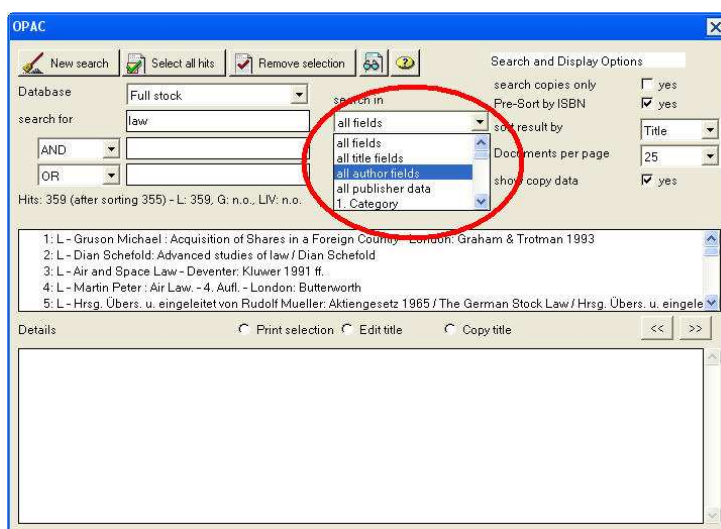


Illustration: OPAC search box

☛ **Note:** Using the Boolean operators AND, OR and AND NOT you can combine the three search fields to narrow (AND, AND NOT) or to wide (OR) your search (see also 4.3.7, Boolean operators to combine search fields).

☛ **Note:** To search time spaces through the field “Date of publication”, use “< XXXX” or “>XXXX” (replace XXXX by the year) as search term. This way you find all entries printed before or after the year XXXX.

To narrow the search by a real time space, like 1995-2001, use an AND link of two fields “Date of publication” with “>1994” and “<2002” as Input.

#### 4.3.4 Sort order

Within OPAC you can either sort your results by title, year, author, classification or relevance. Choose the preferred sort method in the field “sort result by”.

#### 4.3.5 Pre-Sort by ISBN

Upon searching multiple locations (activate the check box “Pre-Sort by ISBN”), all copies will be shown with one title entry. The copies from the different locations will be output as belonging to this title.

☛ **Note:** Pre-sorting entries does only result in multiple entries to be displayed at once. The actual sorting of the result list is done with the usual parameter "sort results by"!

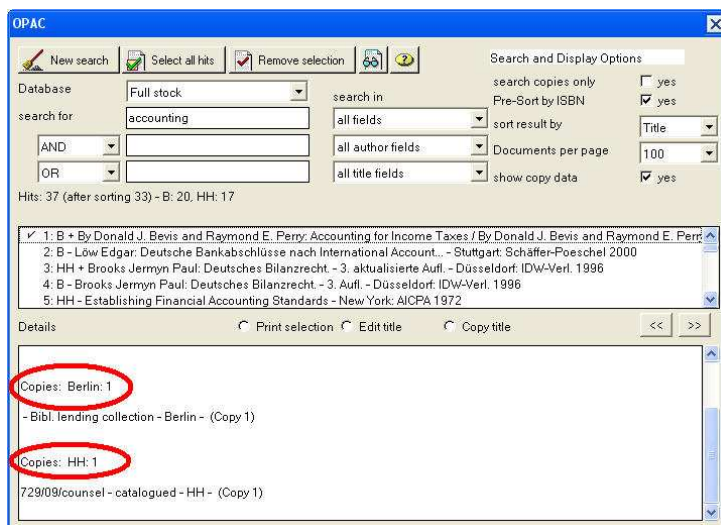


Illustration: OPAC search box with results from multiple locations

#### 4.3.6 Search term history



The button "Search term history" takes you to the following dialog:

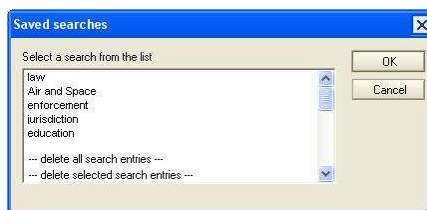


Illustration: Dialog Saved searches

All items that have been typed in one of the three search fields of the OPAC search mask will be listed chronologically, the last used item will appear on top of the list.

To use one of the entries for a new search, mark the desired entry and click OK. The term will be taken to the search field where the cursor had been before you opened the search term history.

To remove the history, mark the (next to last) entry "--- delete all search entries ---" and click OK.

To delete only some of the entries, mark them and the last entry "--- delete selected entries ---" and click OK (hold down Ctrl. while clicking to select multiple entries).

### 4.3.7 Support



For instant online support click the "Help" button. Online support provides important and useful hints and information for the search via OPAC.

A single click on the icon opens the online-support. Click the icon again to hide the text.

### 4.3.8 Boolean operators to combine search fields

Usage of boolean operators (**AND**, **OR**, **AND NOT**) allows to limit or to extend your search.

The following example shows a search using a boolean operator.

Enter into the first field "economy". As default the field group "in all title data" is selected. Enter into the second field "trade" and select the field group search "in all title data". As default the operator "AND" is displayed.

The screenshot shows the OPAC search interface. The search fields are circled in red. The search criteria are: Database: Helsing; search for: law\*; AND 1995; OR Estonia. The search results are displayed below the search fields, showing two hits: 1. HH - Tai E International Patent & Law Office: Practical Aspects of Intellectual Property Law in T... / Tai E International Patent and 2. HH - Law Office Kaasik & Co: Doing business in Estonia - Tallin 1995. The details for the second hit are shown below the search results, including the title, author, and publication information.

Illustration: Library search with AND and OR combination of search fields

### 4.3.9 Boolean operators within a field

It is possible to enter more than one search term into a field. To do so, use the **semicolon** ";" for separation. Only those results will be displayed that contain **ALL** terms (logical AND).

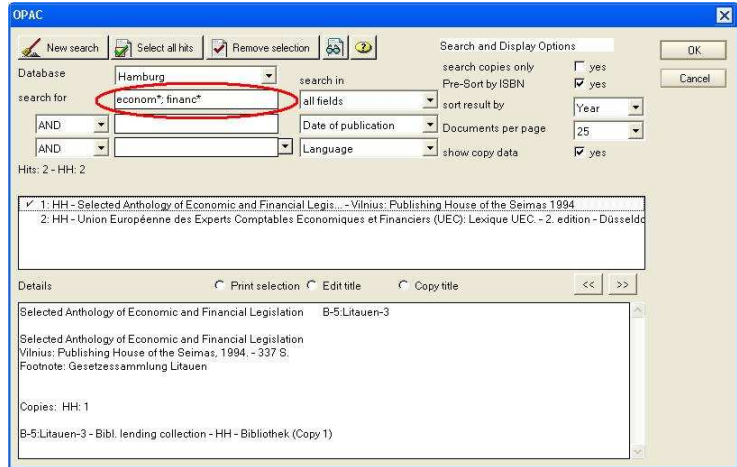


Illustration: Boolean operators within a field

#### 4.3.10 Database selection

With the option "Database selection" you can manage your search to only include databases in specific locations. The hits found will be displayed at the bottom of the search box.

Confirm your search by clicking OK or by pressing the return key. The selected databases will be searched and the results be shown in a list.

#### 4.3.11 Presentation of results

You can choose, how many hits will be shown per page. This can be 5, 10, 25, 50 or 100 entries per page.

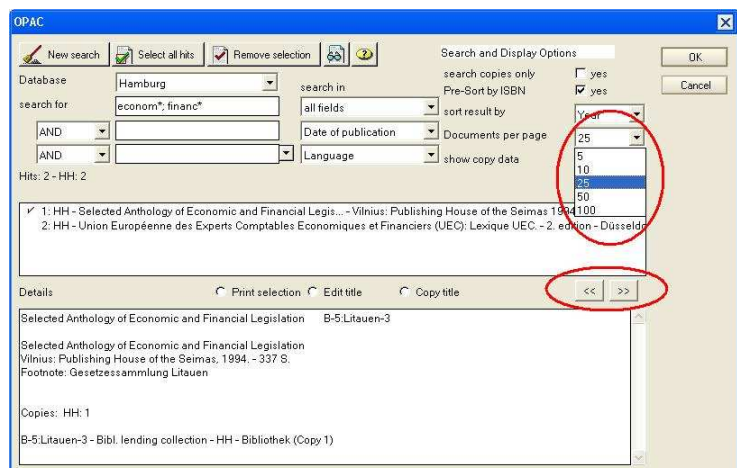
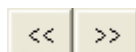


Illustration: Number of hits per page



To turn the page with the results, click the "Forward" and "Back" buttons.

### 4.3.12 Displaying search results

Furthermore, it is possible to select one or more titles from the list. The entries can be selected with a single mouse click. Selected entries are marked with a little check mark. In addition, for each selected publication a short entry consisting of the publication's title, its author / publisher as well as the edition and date of publication is shown. According to the selection the number of copies, the signature, the status and the location are listed at the bottom.

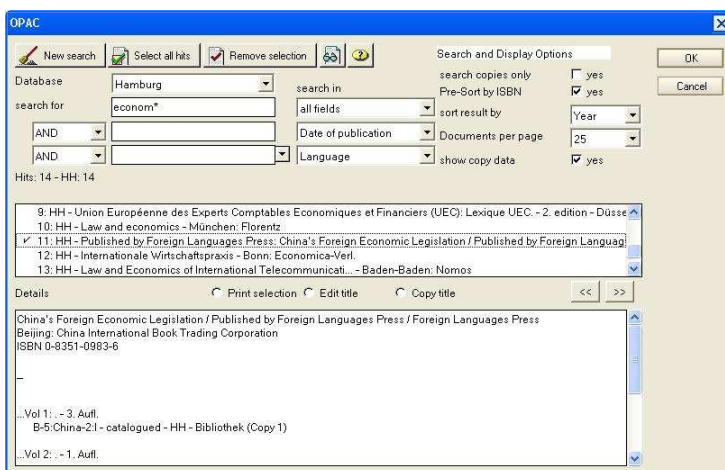


Illustration: Entry preview in OPAC search box



If you click the button "Select all hits" all search entries are selected with a single mouse-click.

Undo this global selection by clicking the button "Remove selection".

Click the button "New search" to erase all previous hits and start a new search. All fields will be emptied and can be used for the new search.

### 4.3.13 Creating book lists within OPAC

Within OPAC it is possible to create book lists for one or more entries. Book lists can be attached to a written order and sent out by e-mail or printed mail and, of course, they can be printed for easy inspection.

To create a book list, first mark a selected entry with a single mouse click. Then checkmark the option "print selection" and click on the button **OK**.

To create a book list containing more than one entry, single-click those entries you want listed to select them. Then checkmark the option "print selection" and click on the button **OK**.

Beside this it is also possible to create a so called **continuous book list**, that contains all entries.



To create a continuous book list click on the "Select all hits" icon. This will mark all entries. Checkmark the option "Print selection" and confirm by clicking **OK**.

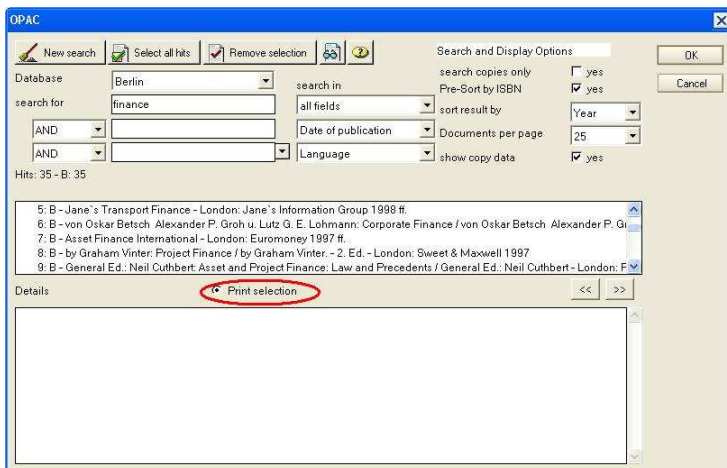


Illustration: Creating book lists within the OPAC search box

The following view will appear:

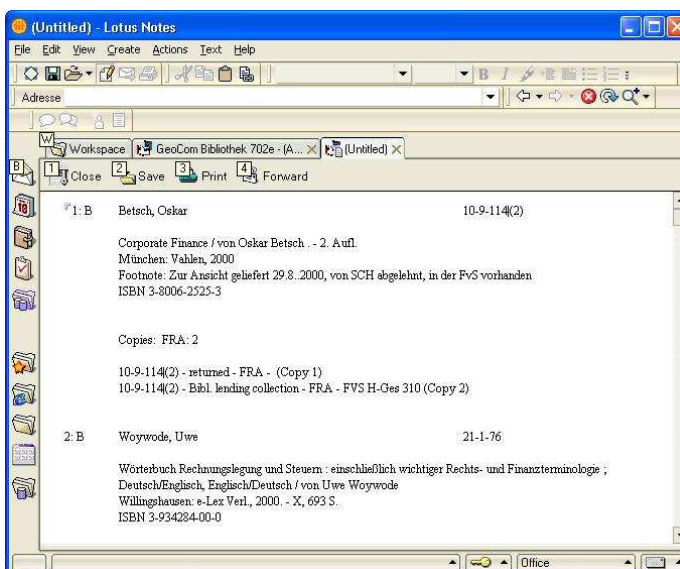
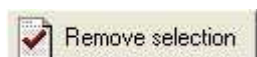
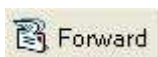


Illustration: Book list with different entries

Each book list provides you with all bibliographical references to an entry. Finally you can save the book list in order to send it or to print the list.



➡ **Note:** To undo a selection click on the "Remove selection" button.



#### 4.3.14 Sending book lists by e-mail

As mentioned earlier, you can send out book lists by by e-mail. In order to do this, click the button "Forward".

A new memo in your personal mailbox will be created automatically, you just need to put in the e-mail address of the recipient and a subject.

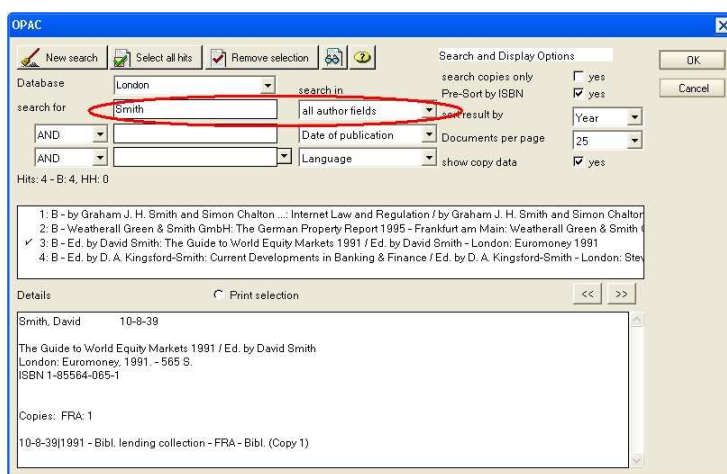
#### 4.4 Examples of search methods

Below you find examples of various search methods using the OPAC search box.

##### 4.4.1 Searching titles from a certain author

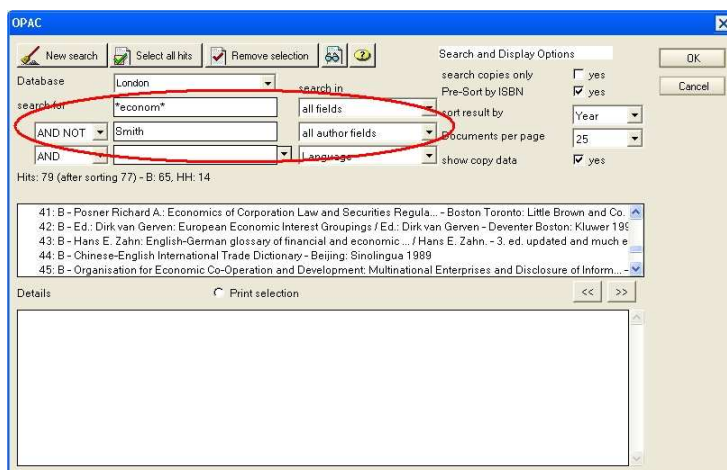
Enter the author, or corporate body you are searching for into the field "all author fields" and start the search by pressing the return key.

\* **Note:** An alphabetical list of all entries sorted by author can also be found in view "02 Catalogue by author".



Example: Search by author

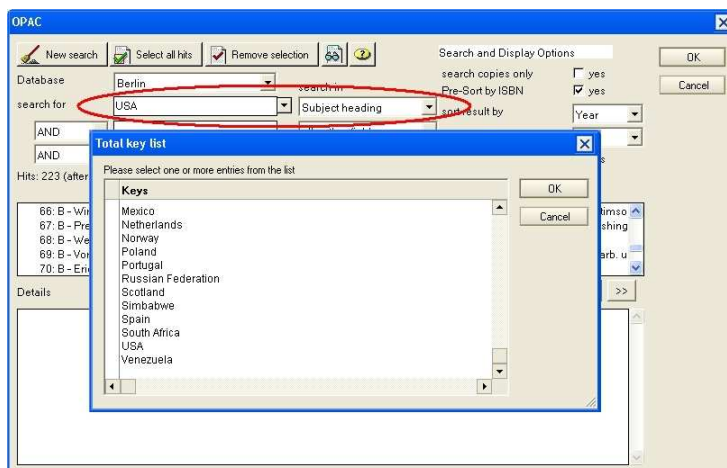
##### 4.4.2 Searching titles to economy by excluding a certain author



Example: Search for titles to economy by excluding one single author

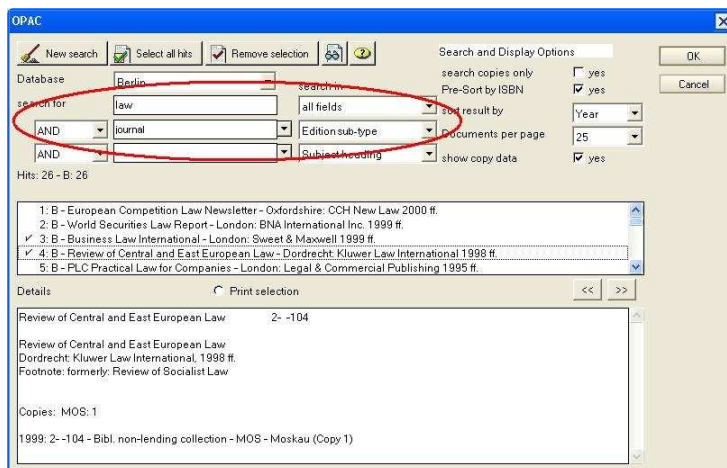
#### 4.4.3 Searching titles to special issues

To search for titles corresponding to a certain subject, select "Subject heading". The pull down button opens a selection list with all currently available subject headings.



Example: Search using key words

#### 4.4.4 Searching periodicals to building and construction industry



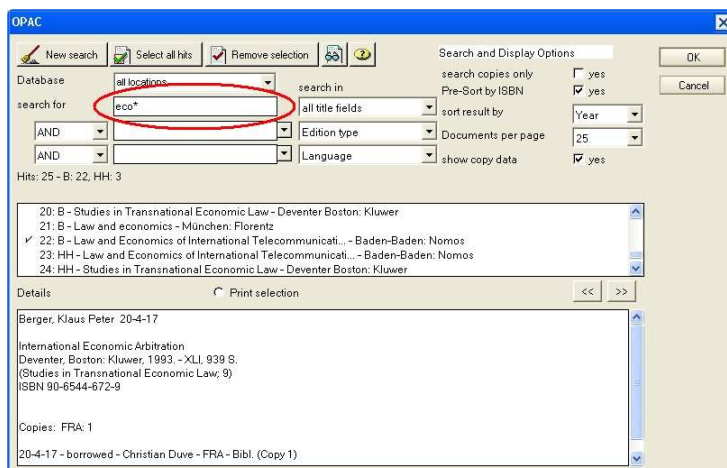
Example: Searching periodicals to building and construction industry

#### 4.4.5 Advanced search options to get more hits

The number of items found will vary depending on the size of the book inventory. In order to reduce the number of items found, specify more than one term that must be contained within the title. Use a semicolon ";" as separator between different terms or link multiple fields with AND (or use AND NOT to exclude certain terms).

If the search results in no or insufficient hits, you can enter less specific search terms. For example, you might want to enter just the beginning of a term and append an asterisk '\*' to it as a wildcard character. Thus, entering the pattern **eco\*** will return items containing **economy** or

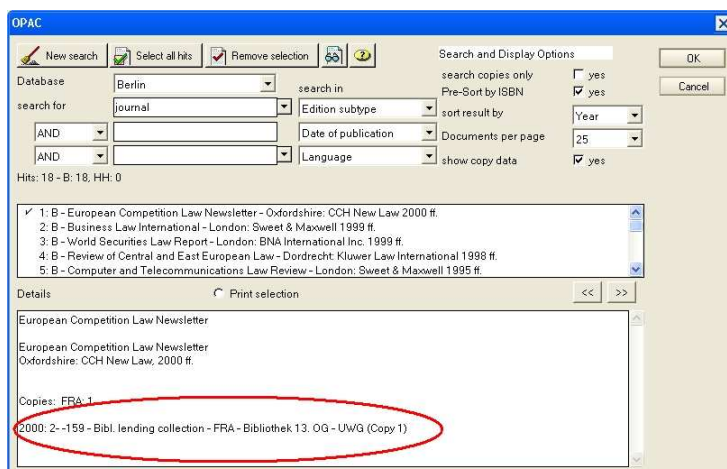
economics as results.



Example: Search using wildcards

#### 4.4.6 Searching for the newest issue of a periodical

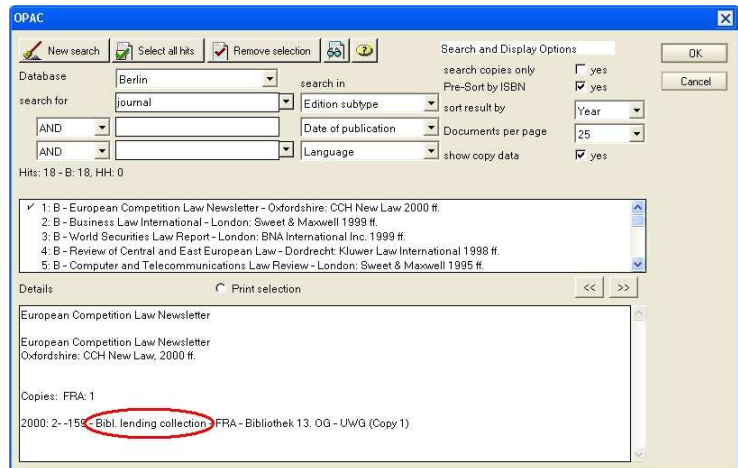
Within the result preview, the latest issue of each periodical will be shown by date. This helps you to acquire the date of current issue.



Example: Searching for the newest issues of a periodical

#### 4.4.7 Checking lending status of a title

If you activate “show copy data”, the result preview also shows the current lending status of copies.



Example: Checking lending status